

MINUTES

PERSONNEL COMMITTEE MEETING
CITY OF BRANSON, MISSOURI
February 17, 2011

INTRODUCTORY

The Personnel Committee of the City of Branson, Missouri met for a meeting in the Fish Bowl Conference Room of the Branson City Hall on February 17, 2011 at 4:00 p.m. The following members were present: Raeanne Presley, Rick Davis, Bill Stark, Sandra Williams and Dean Kruithof.

Also present were: Lori Helle, Kelli Fleck, Dennis Brunner (EPC Chair) and Becky Iverson.

The following Employee Personnel Committee member was also present: Tim Bonner.

AGENDA

Minutes

Mayor Presley asked if there was a motion to acknowledge the December 16, 2010 minutes. Sandra Williams moved to accept the minutes as written. Dr. Davis seconded. Voting aye: Presley, Davis, Stark, Kruithof, and Williams. Voting Nay: None. Motion Carried.

Update of health plan utilization by Akers and Arney

Lori Helle introduced John Akers of Akers and Arney. Mr. Akers presented a PowerPoint presentation to the Committee which, if approved, is intended to be used as an educational tool for City of Branson employees. The goal is to assist the employees in making good health care choices when it comes to controllable costs, i.e. Place of Service, Types of Prescriptions and, Network Utilization. The presentation helps employees to understand how the individual choices that they make in spending health care dollars, impacts the plan as a whole.

Mayor Presley asked if this was a message that we would like to get out to the staff. Dean advised the Committee that he has already started to discuss with employees during the monthly manager meetings, the impact of individual choices on the health plan and the fact that the City cannot absorb another 15% increase in health care premiums next year. He indicated that he felt employees would attend the educational meetings if properly notified and encouraged to attend.

Mr. Akers asked if the meetings should be made mandatory. Dean stated that he felt that if there were several meetings held throughout the different departments, that it would not be

necessary to make the meetings mandatory. It was the consensus of the Committee that employees should be highly encouraged to attend. Mr. Akers also informed the Committee that Ollis and Company and Akers and Arney are working together to put together a Wellness program.

Update on Merit based pay system

Lori Helle provided an update on the Merit based pay system to the committee. She indicated that it will be a three-year implementation program. The plan is to present the program to the directors next week. After presentation to the directors, it will then be presented to the Focus group for comments and then to the Personnel Committee.

Lori indicated that it will take three years to implement as the City is going from a Step and Grade system. Some individuals in Police and Fire will stay on the step system and will not change to the Merit based system. Dean indicated that currently we use a 1-5 ranking scale where the default rating is 3. The new system will use a 1-6 scale which will cause the supervisor to make the decision as to whether the employee is working at the 3 or 4 level removing the default. Training of the evaluators so all employees are reviewed fairly has already started.

Update on United Way

At the December 16 Personnel Committee meeting, the Committee suggested that the Employee Personnel Committee meet and begin to explore ways that the City could become involved in United Way. The EPC met and felt that the Special Events Committee should look at some fund raising ideas. Kelli reported to the Committee that the Special Events Committee had come up with many fun and different ideas to involve the employees in fund raising.

Dean announced at the Managers Meeting this morning that the Tri Lakes United Way chapter was conducting a needs assessment for Stone and Taney counties. He informed the employees that the City of Branson was looking to support United Way and gave a brief introduction of the kinds of services they provide. He told the employees that we were going to try to have United Way representatives at the next Manager's meeting to discuss the services United Way provides and how employees can become involved.

Mayor Presley asked if Board approval would be needed. Dean stated that employees would not be pressured to contribute that it is strictly voluntary. Dr. Davis stated that as contributing is a personal decision, board approval was not needed.

Personnel Directors Report

Lori asked Kelli to report on the Branson Values program that the EPC is currently working on. Kelli indicated that the Committee had met this morning and this was the second meeting in which they had worked on the values. She asked Dennis Brunner, as Committee Chairperson if he would like to comment.

Dennis stated that the Committee looked at the City's Mission Statement. In doing so, the Committee noticed words that were also included in the Branson Values. These words have deep meanings. Some of them that the EPC liked are open communication, integrity, excellence, professionalism, teamwork, etc. He indicated that the EPC would like to choose 12 words and then do a word of the month similar to the "Character Counts" program that the school systems utilize to teach the employees not just the definition of the word, but the actual value that the word embodies.

Dennis and Kelli both indicated that once the words are actually chosen, they would like to formally share with the Personnel Committee. The Personnel Committee members applauded the work and the direction that the EPC is taking on this project. Mayor Presley indicated that she would like the EPC to continue reporting to the Personnel Committee on this project as it ties into some of the items that the Board of Aldermen are working on as well.

In closing, Mayor Presley indicated that she would like the Personnel Committee to begin reviewing turnover rate by department.

Adjournment

The meeting was adjourned at 5:00 p.m. The next meeting of the Personnel Committee will be on Thursday, March 17, 2011 at 4:00 p.m.